



# APJ ABDUL KALAM TECHNOLOGICAL UNIVERSITY

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No. KTU/SO3(EXAM)/20/2018

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## C I R C U L A R

Sub. : APJAKTU - Proper entry of account details in the University Portal - Instructions - Reg.

It is noticed that remuneration of some of the faculties are not credited due to errors in entry of their bank account details in the University portal. Hence all concerned are requested to verify and update their bank account details on or before **01 December 2019**.

The following points are to be noted while entering account details in the portal.

- Avoid erroneous / partial / blank account number and IFSC.
- Do not add space between account details.
- Make sure to update **SBI** IFSC instead of **SBT** IFSC.
- Do not use small letters to enter IFSC.
- **Avoid leading zero's** for 17 digit **SBI account numbers** (ie. only 11 digit SBI account number is accepted by the system for DCR payment).
- Make sure that **leading zero's are added** for those bank accounts having account numbers starting with zero (**except SBI**).
- Be careful not to interchange while entering alphabets 'O' & 'I' and numbers 'zero' & 'one'.
- Enter valid PAN details only.

Dr. Suresh Babu  
Controller of Examinations

To

1. All concerned for information and compliance (through the University website).
2. The Finance Officer (for information)

\* This is a computer system (Digital File) generated letter. Hence there is no need for a physical signature.

